

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-2015**

**18 SEPTEMBER 2014**

**Personnel**

**USAFA COMMISSIONING EDUCATION**



**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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(Mr. Stephen Shambach)

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This instruction implements Air Force Instruction (AFI) 36-2014, *Commissioning Education Program* and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1800.01D, *Officer Professional Military Education Policy*, and outlines the responsibilities, policies and procedures governing the cadet Commissioning Education Courses. This instruction applies to all United States Air Force Academy (USAFA) personnel while instructing Commissioning Education materials to USAFA cadets. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). The authorities to waive requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following each compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit recommended changes on Air Force (AF) Form 847, *Recommendation for Change of Publication*, through your chain of command to Commandant of Cadets Chief, Current Operations (USAFA/CWVV), 2354 Fairchild Drive, Suite 2D13, USAF Academy CO 80840. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**1. General:** Commissioning Sources Institutional Competency Learning Outcomes (Hereafter referred to as Commissioning Education Learning Outcomes [CELOs]) outlined in AFI 36-2014, *Commissioning Education Program*, and precommissioning requirements outlined in CJCSI 1800.01D, *Officer Professional Military Education Policy*, are integrated throughout the USAFA Course of Instruction as outlined in Chapter 2 of United States Air Force Academy Instruction (USAFAI) 36-3526, *Course of Instruction*. The achievement of these learning outcomes is the first level of the officer Professional Military Education architecture and a prerequisite to

receiving a commission in the United States Air Force. This instruction provides the framework for the authorities, organization and execution of curriculum to meet these requirements during the 47-month Air Force Academy experience.

## **2. Responsibilities:**

2.1. Superintendent, USAFA/CC. The Superintendent is the supported commander for the instruction and preparation for military service of Air Force Cadets and ensures:

2.1.1. Officer of character development is supported by and integrated throughout the Course of Instruction for academic, leadership, and physical development.

2.1.2. The Commandant of Cadets, Dean of Faculty, and Director of Athletics prepare cadets, as future officers, to lead a widely diverse military force engaged in global operations.

2.1.3. The requirements of the Chairman, Joint Chiefs of Staff, Officer Professional Military Education Policy (CJCSI 1800.01D) and the Air Force Commissioning Education Program (AFI 36-2014) are met.

2.2. Officer Development Directives, Policy and Integration (USAFA/A5D). USAFA/A5D is responsible for coordinating the resources required to collect mission element inputs to CELOs and works directly with the Mission Elements to enable this data collection and analysis. USAFA/A5D will:

2.2.1. Chair the USAFA Commissioning Training and Education Committee (CTEC). This committee provides oversight to the execution of CELOs within the USAFA Course of Instruction.

2.2.1.1. Committee Membership is as follows:

2.2.1.1.1. USAFA/A5D (Air Force CTEC Representative)

2.2.1.1.2. Director of Curriculum (USAFA/CWVC), (Air Force CTEC Representative)

2.2.1.1.3. Department of Military and Strategy Studies (USAFA/DFMI), (Air Force CTEC Representative)

2.2.1.1.4. Physical Education Director (USAFA/ADPE)

2.2.1.2. The USAFA CTEC will:

2.2.1.2.1. Advise the Superintendent, Commandant of Cadets, Dean of Faculty and Director of Athletics on issues pertaining to CELOs and their application to the Air Force Institutional Competencies.

2.2.1.2.2. Maintain and validate mission element inputs required by paragraph 2.6.1.1., to reduce redundancy and facilitate complementary education, training and experiences across mission elements.

2.2.1.2.3. Resolve disagreements and assign responsibilities for achievement of disputed and/or missing inputs to the CELOs.

2.2.1.2.4. Report Air Force Academy compliance with commissioning education program semi-annually to USAFA senior leadership or as requested.

2.2.1.2.5. Represent USAFA/CC at Air Force CTEC meetings on issues affecting the USAFA Course of Instruction. Proposals, particularly from external organizations, that affect pre-commissioning education will be evaluated by the USAFA CTEC. The USAFA CTEC will provide a coordinated response to the external organization regarding such proposals.

2.2.1.2.6. Coordinate with the USAFA Outcome Strategy Team for CELOs related to the USAFA Outcomes.

2.2.2. Host Air Force CTEC meetings when held at USAFA.

2.3. Commandant of Cadets (USAFA/CW). The Commandant of Cadets is a supporting commander for officer of character development as described in paragraph 2.1. above. Within this authority, the Commandant will:

2.3.1. Ensure all members of CW are briefed on the relationship between the Air Force Institutional Competencies and the CELOs. Vice Commandant of Cadets (USAFA/CWVC) ensures that regular status of links between CELOs and core course learning objectives are made available to directors and program managers and appropriately considered in their curricular planning.

2.3.2. USAFA/CW directors and program managers will ensure that their core course learning objectives linked to the CELOs have assessments that the appropriate level of student competence has been achieved. (e.g. quiz/graded review/final exam questions, essays, exercises or subjective evaluation of other course-related assignments).

2.3.3. Maintain a Commissioning Education Division within the Directorate of Training Support. This division will:

2.3.3.1. Manage development and administration of Commissioning Education Courses.

2.3.3.2. Publish semester/yearly supplemental materials (study guides, etc.).

2.3.3.3. Maintain a reference library of commissioning education lesson plans and materials.

2.4. Dean of Faculty (USAFA/DF). The Dean of Faculty is a supporting commander for officer of character development as described in paragraph 2.1. above. Within this authority, the Dean of Faculty will:

2.4.1. Ensure all members of the Faculty Council are briefed on the relationship between the Air Force Institutional Competencies and the CELOs. Associate Dean for Curriculum and Strategy (USAFA/DFA) ensures that regular status of links between CELOs and core course learning objectives are made available to DF Department Heads and appropriately considered in their curricular planning.

2.4.2. Ensure DF Department Heads brief their faculty on the relationship between the Air Force Institutional Competencies and the CELOs. Additionally, ensure the core course learning objectives linked to the CELOs have assessments that the appropriate level of student competence has been achieved (e.g. quiz/graded review/final exam questions, essays, exercises or subjective evaluation of other course-related assignments).

2.5. Director of Athletics (USAFA/AD). The Director of Athletics is a supporting commander for officer of character development as described in paragraph 2.1. above. Within this authority, the Director of Athletics will:

2.5.1. Ensure all affected USAFA/AD personnel are trained on the relationship between the Air Force Institutional Competencies and the CELOs.

2.5.2. Ensure learning objectives linked to the CELOs have assessments that the appropriate level of student competence has been achieved (e.g. quiz/graded review/final exam questions, essays, exercises or subjective evaluation of other course-related assignments).

2.6. All USAFA/CW, USAFA/AD and USAFA/DF Divisions or Departments Supporting Instruction. These elements are the tactical execution of developing and executing curriculum accomplishing CELOs at the Air Force Academy. As such, these elements are the critical point where cadets learn the respective knowledge, skills or abilities expected by the United States Air Force and Department of Defense of a second lieutenant. To ensure a successfully integrated effort in delivering effective curriculum, each division or department will:

2.6.1. Provide inputs the USAFA CTEC for CELO validation to include:

2.6.1.1. Learning/lesson objectives targeting achievement of specific CELOs and how the appropriate level of competence is assessed. All course material and evaluations must have assessable samples of behavior addressing the specific CELO. All articles of evaluation (question, essay, exercise, etc.), are subject to review.

2.6.2. Document the relationships of learning outcomes and lesson objectives to other mission elements of USAFA sharing the same learning outcome.

2.6.3. Provide updates of lesson material to other elements of USAFA pursuing the same learning outcomes as requested.

2.6.4. Inform the USAFA CTEC *before implementation* if they will alter inputs required by paragraph 2.6.1.

2.6.5. Ensure all objectives pursuing CELOs match levels of learning specified in AFI 36-2014 and CJCSI 1800.01D.

2.6.6. Elevate issues preventing integration or causing unintentional redundancy to the USAFA CTEC.

### **3. CELO Validation:**

3.1. Course directors/program managers will validate CELOs once per year for each course participating in achieving the commissioning education learning outcomes.

3.2. The CTEC will produce a report by 1 July annually for the Commandant of Cadets, the Dean of the Faculty, and the Athletic Director summarizing the compliance with commissioning education program requirements and a statistical summary of the elements in paragraph 2.6.1.

MICHELLE D. JOHNSON, Lt Gen, USAF  
Superintendent

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2014, *Commissioning Education*, 12 February 2012

AFI 36-3501, *Air Force Academy Operations*, 28 April 2008

AFMAN 36-2236, *Guidebook for Air Force Instructors*, 12 November 2003

CJCSI 1800.01D, *Officer Professional Military Education Policy*, 5 September 2012

USAF AI 36-3507, *Curriculum Handbook and Curriculum Change Control*, 29 March 2007

USAF AI 36-3526, *USAF A Course of Instruction*, 2 November 2012

Air Force Annex 1-1, *Force Development*, 8 November 2014

#### *Adopted Forms*

AF 847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**AD**—Athletic Department

**CCP**—Curriculum Change Proposal

**CELO**—Commissioning Education Learning Objective (USAF A reference to the AFI 36-2014 Commissioning Sources Institutional Competency Learning Outcome)

**CoI**—Course of Instruction

**CTEC**—Commissioning Training and Education Committee

**CW**—Commandant of Cadets

**DF**—Dean of Faculty

**DFA**—Associate Dean for Curriculum and Strategy

#### *Terms*

**Air Force Institutional Competencies**—These leadership competencies are expected of all

Airmen, throughout their careers and will be the competencies needed to operate successfully in the constantly changing environment in which they function. Air Force

**Competencies are contained in Air Force Annex 1—1, *Force Development*.**

**Sample of Behavior**—A statement of student behavior that, if performed correctly, indicates to the teacher that the students can perform a significant aspect of the lesson objective. A description of behaviors from which the teacher can draw to write test questions.